



# **Bylaws for Task Forces of the Town of Rockport, Maine**

## **Section 1. Purpose and Scope**

The purpose of these bylaws is to establish reasonable rules of procedure for task force meetings and to promote the fair, orderly and efficient conduct of the task force's proceedings and affairs in accordance with the mission statement. These bylaws shall govern the task force's practices and procedures except as otherwise provided by law and shall be liberally construed to accomplish their purpose.

The task force's work shall be in service to the direction provided by the Select Board in the task force's creation. Should the work of the task force extend beyond one year, the task force shall develop a workplan for all tasks remaining to complete the task force's work.

## **Section 2. Officers; Duties**

Officers of the Committee shall consist of a Chair, Vice Chair and Secretary to be chosen annually at the first regular meeting in each year by and from among task force members unless otherwise provided by law. The Chair shall preside at all task force meetings and shall have authority to rule on questions of procedure, to maintain order and determine their course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the task force to perform its duties and conduct its affairs.

The Chair also shall, set the agenda for each meeting. In the absence of the Chair, the Vice-Chair shall preside and shall have the same authority as the Chair. The Secretary shall maintain a permanent record of all task force meetings and all correspondence of the task force.

## **Section 4. Meetings**

Regular meetings of the task force shall be held. Special meetings may be called at the discretion of the Chair or upon request by a quorum of the Committee, provided, however, that notice thereof shall be given to each member at least 48 hours in advance.

Notice of all task force meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law.

No business may be conducted by the task force except at a duly called and noticed meeting or without a quorum.

Meeting minutes shall be recorded and publicly available.

If the task force chooses to adopt a Remote Participation policy, meetings of the task force may not be held with remote components (video conferencing or conference call), in full or in part, until the policy has been adopted following a public hearing.

## **Section 5. Voting**

Any action of the task force shall require an affirmative vote of a majority of those present and able to vote.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has a conflict of interest or other disqualification shall be decided by a majority vote of the remaining members.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for good cause shown.

## **Section 6. Waivers; Amendments**

These bylaws, or any provision thereof, may be waived but only if they remain consistent with applicable law. These bylaws may be amended at any time in writing by majority vote of the task force after notice on the proposed amendment but shall not be effective until approved by the Select Board.

Adopted by the Town Manager September 13, 2021

Approved by the Select Board on September 13, 2021